



## امارات تاکس **MARATAX**

# EX201C - Cancel Import Declaration by Non-Registered Importer - User Manual

Date: Oct 2022

Version 1.0.0.0

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#### **Document Version Control**

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal





#### **Annexure Section**

The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal:  Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.





#### **Navigating through EmaraTax**

The Following Tabs and Buttons are available to help you navigate through this process

The Following Tabs and Buttons are	e available to help you navigate through this process		
Button	Description		
In the Portal			
💮 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc		
□')	This is used to enable the Text to Speech feature of the portal		
عربي English	This is used to toggle between the English and Arabic versions of the portal		
-A A +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal		
Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password		
(Log Out	This is used to log off from the portal		
In the Business Process application			
Previous Step	This is used to go the Previous section of the Input Form		
Next Step	This is used to go the Next section of the Input Form		
Save as Draft	This is used to save the application as draft, so that it can be completed later		
2	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check		

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click <u>Here</u>





### **Table of contents**

Document Control Information	
Annexure Section	3
Navigating through EmaraTax	4
Table of contents	5
Introduction	6
EmaraTax Login Page	
User Type Selection	
Logged in User Dashboard	
Import Declaration Dashboard	
Instructions and Guidelines	14
Linked Excise Declaration	
Refund Details	
Authorized Signatory & Declaration	25
Acknowledgement	29
Correspondences	31





#### Introduction



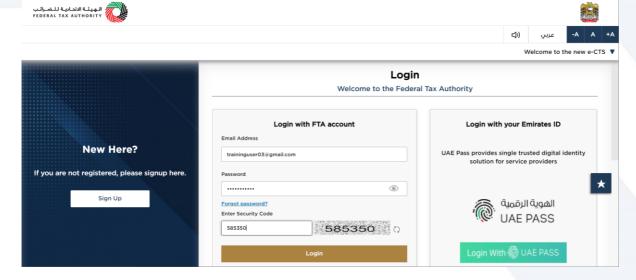


This manual is prepared to help the Non-registered Importers to navigate through the EmaraTax portal and the ability to cancel the submitted Import declarations and request full refund, if the Import declaration is either approved or rejected by the Customs Authority.





#### **EmaraTax Login Page**



• You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.

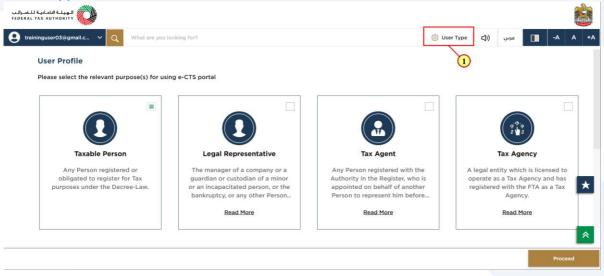


- If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.

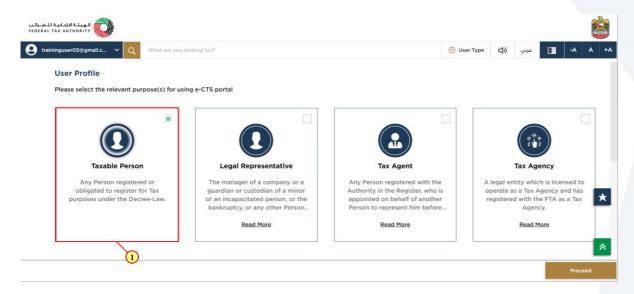




#### **User Type Selection**



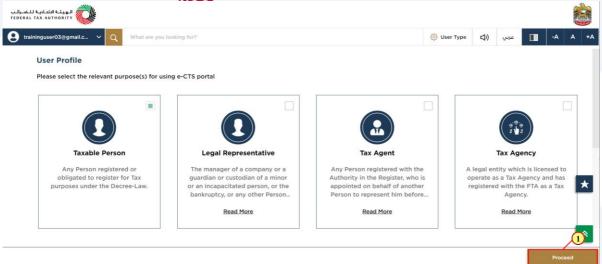
	Step	Action
Ī	(1)	Click here to select the user type



Step	Action
(1)	Select the Taxable Person tile





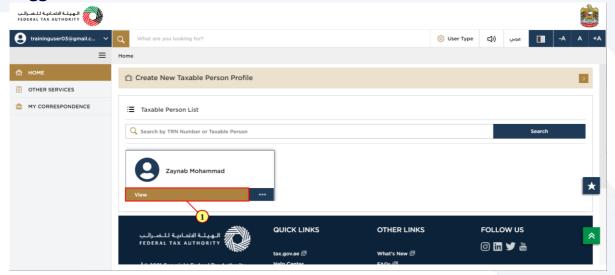


Step	Action
(1)	Click on 'Proceed' to proceed with taxable person.

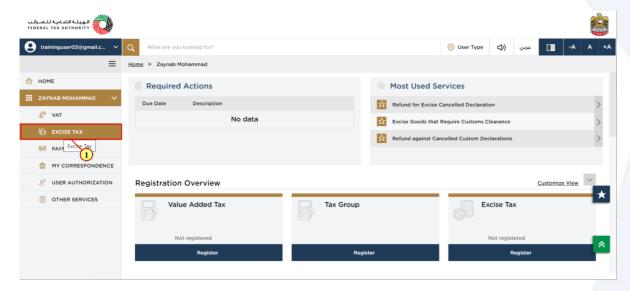




#### **Logged in User Dashboard**



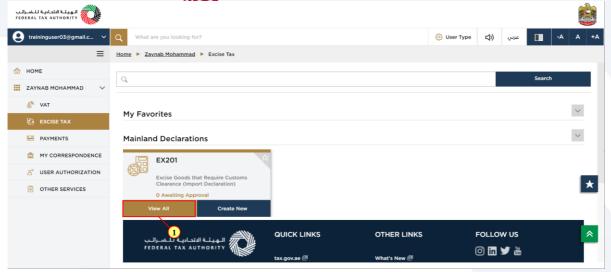
Step	Action
(1)	Click here to view the Taxable Person dashboard



Step	Action
(1)	Click here to access Excise Tax module.





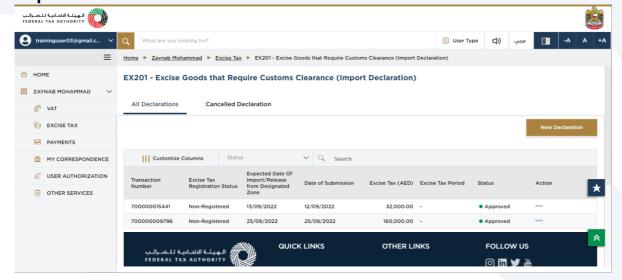


Step	Action
(1)	Click here to view all your import declarations.



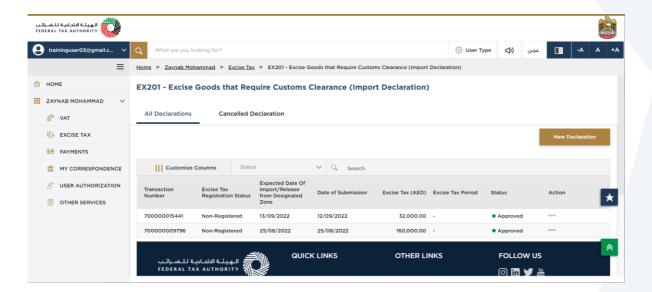


#### **Import Declaration Dashboard**





This dashboard displays information related to your previous Non-Registered Importer Declaration.

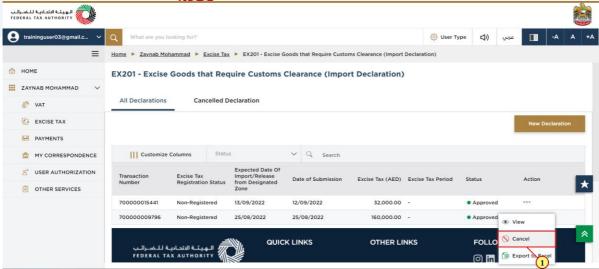




You can add a new column to the table or filter the declarations by its status. You can also search for declaration by the transaction number.





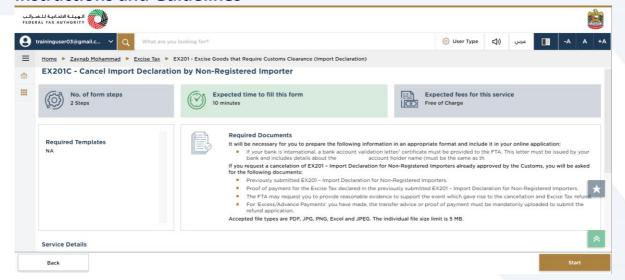


Step	Action
(1)	Click here to cancel the selected import declaration.



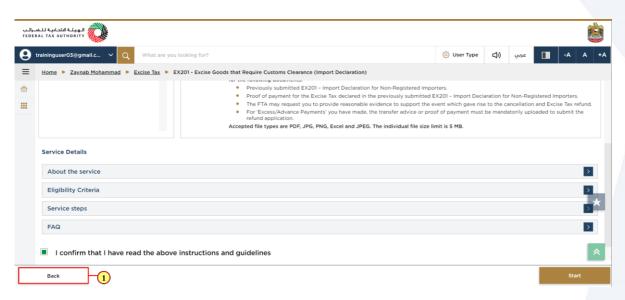


#### **Instructions and Guidelines**





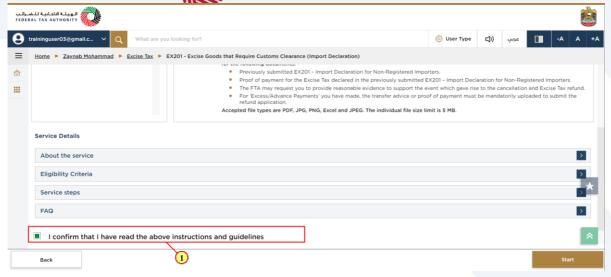
These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this refund request.



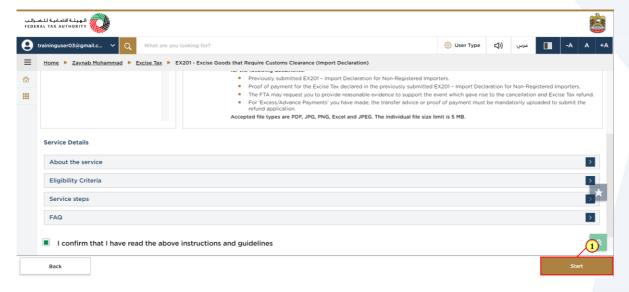
Step	Action
(1)	Click on 'Back' to go back to the previous page







Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

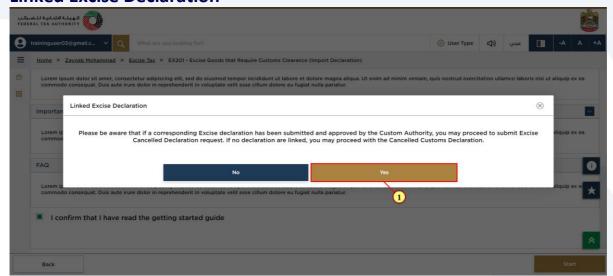


Step	Action
(1)	Click on 'Start' to proceed to the refund request.





#### **Linked Excise Declaration**

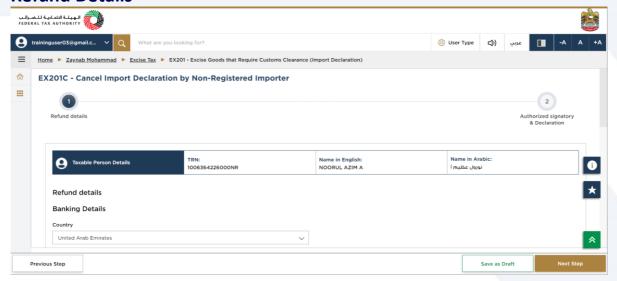


Step	Action
(1)	Click on 'Yes' to proceed with the Cancelled Customs Declaration.



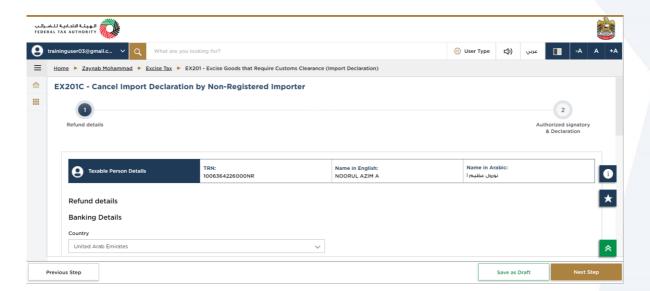


#### **Refund Details**





The progress bar displays the number of steps required to complete the refund request. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green

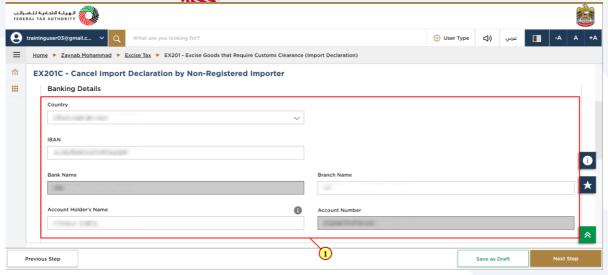




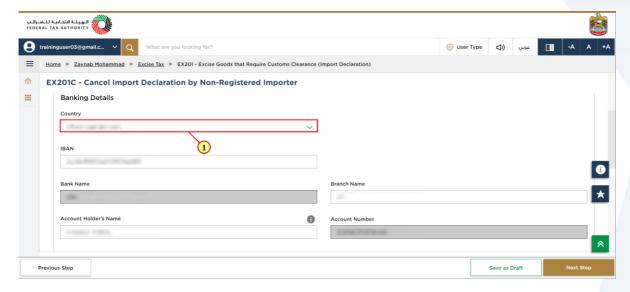
This section displays the basic details of non-registered importers.







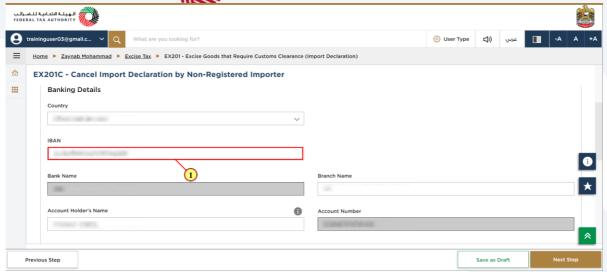
Step	Action
(1)	Enter your bank account details.



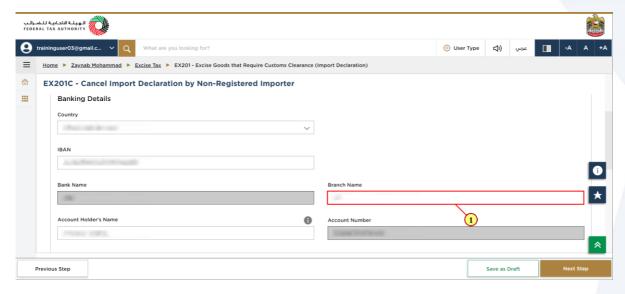
Ste	)	Action
(1)		Select the country from drop-down.







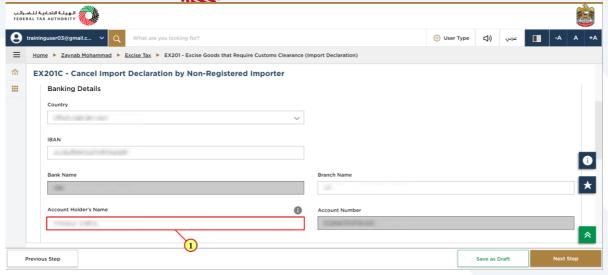
Step	Action
(1)	Enter International Bank Account Number (IBAN in UAE consist of 23 characters)



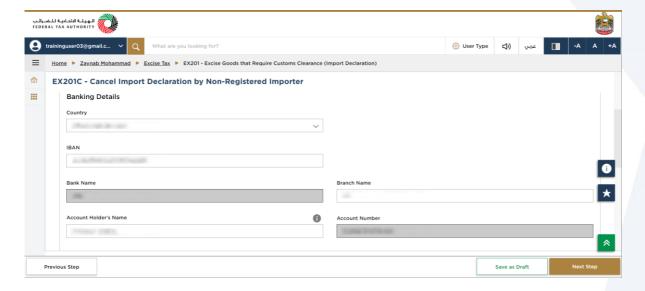
Step	Action
(1)	Enter the branch name









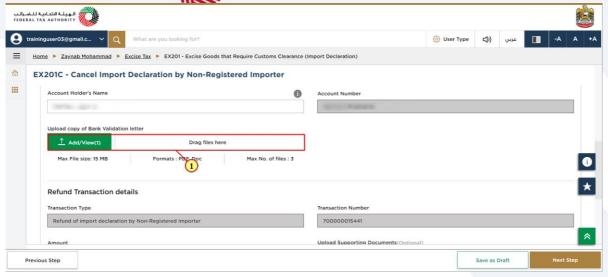




For domestic accounts, the IBAN will be validated by the system. For international accounts, you have to upload a Bank Validation letter. If your bank account is not within United Arab Emirates, you will have the option to select the eligible currency for refund.

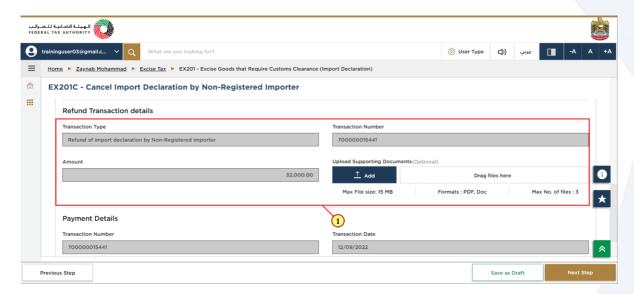






Step Action

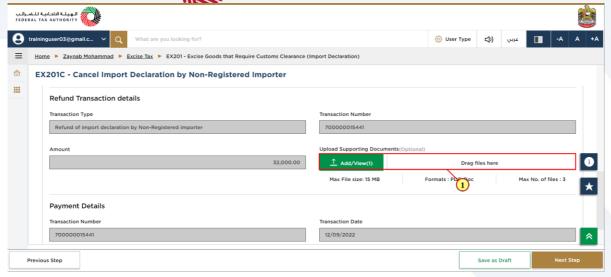
Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green.



Step	Action
(1)	Review your refund transaction details

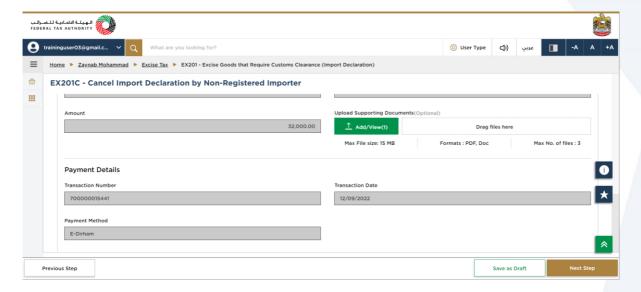






Step Action

(1) Click on 'Add' button or drag & drop your files to upload the required document. On successful upload of document, the 'Add' button will highlight in green.

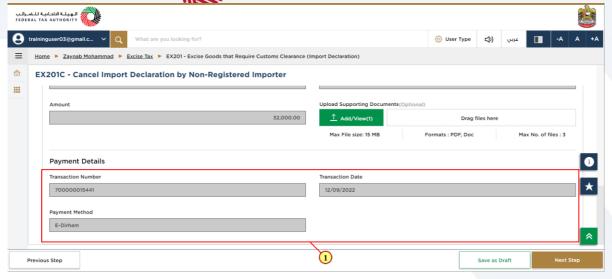


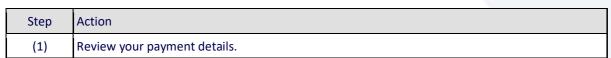


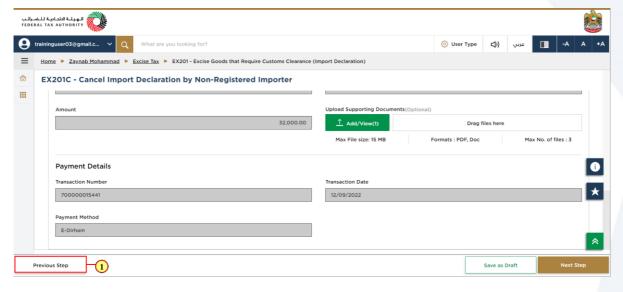
Only one transaction can be cancelled at a time.







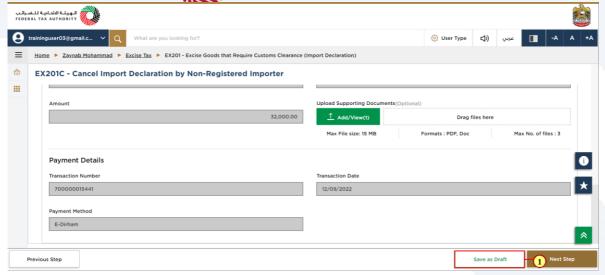




Step	Action
(1)	Click on 'Previous' to go back to the previous section.

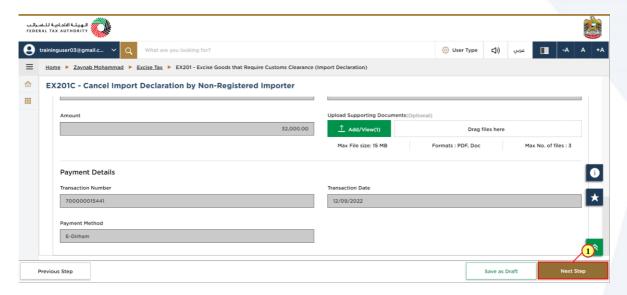






Step Action

(1) Click on 'Save as draft' to save the refund request as a draft.



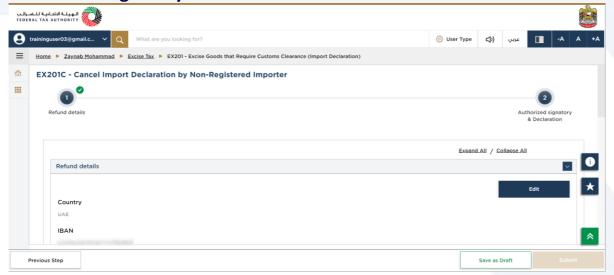
Step Action

(1) Click on 'Next Step' to proceed to the next section.



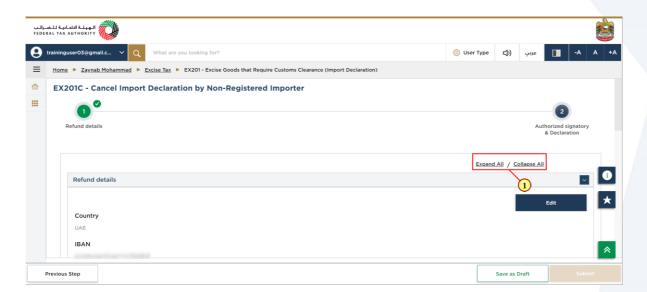


#### **Authorized Signatory & Declaration**





This section displays your completed refund request and allows you to review it prior to submission.



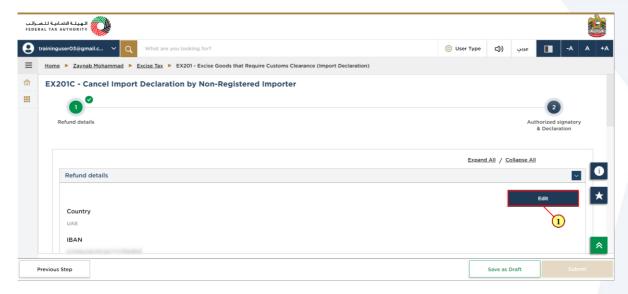
Step	)	Action
(1)		Click here to expand or collapse all steps at once







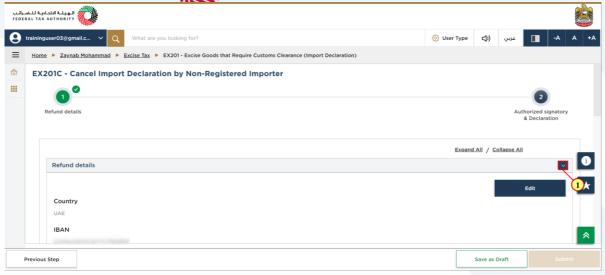
Ste	р	Action
(1)		Click on the drop-down arrow to review the details in this step



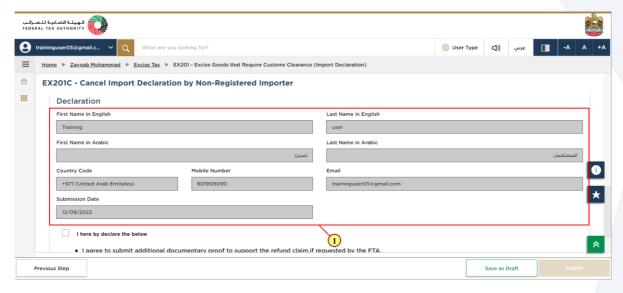
Step	Action
(1)	Click on 'Edit' to edit the refund details.







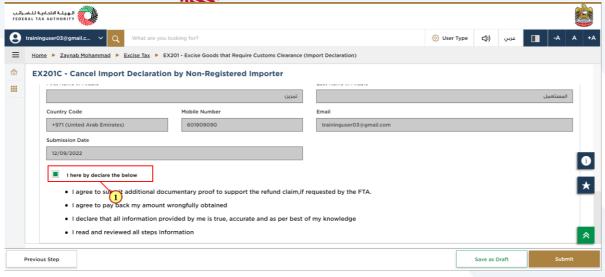
	Step	Action
l	(1)	Click on each step to review every section.



Step	Action
(1)	Review the Declaration details.

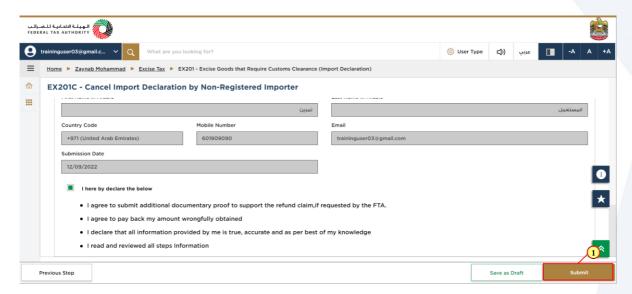






Step Action

(1) Mark the checkbox to confirm that you have agree to the terms and conditions on this refund screen.

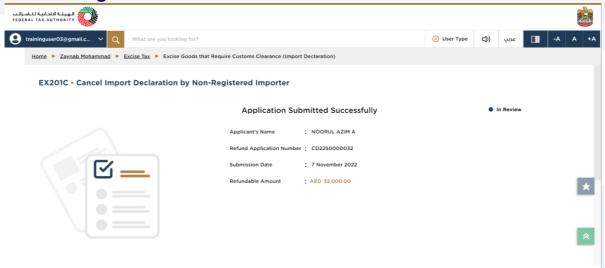


Step	Action
(1)	Click Submit to submit the refund request.





#### **Acknowledgement**

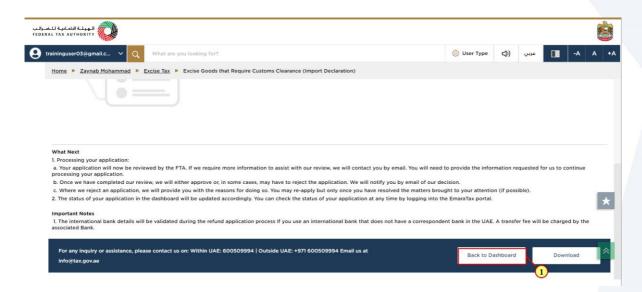




You have successfully submitted the refund request!

Make a note of the application number for future references. You can also

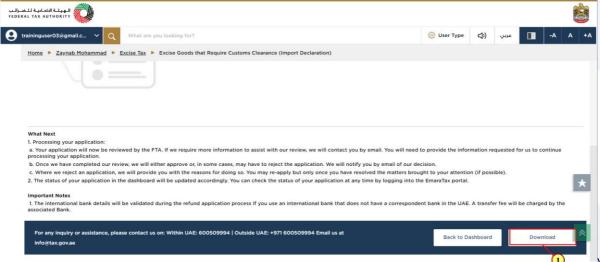
Make a note of the application number for future references. You can also access this application from the EX201 tile within the Excise Tax module.



Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.







Step	Action
(1)	Click on 'Download' to download a copy of refund application submission acknowledgement





#### Correspondences





## After submission, Non-Registered Importers receives the following correspondences:

- · Application submission acknowledgment
- Application approval or rejection notification
- Additional information notification (only if FTA requires more information to assist with their review of your application)

